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Governor

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Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

May 18, 2022
NOTICE OF JOB VACANCY
#22-277

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 4 **OR** Deputy Attorney General 3
SALARY: \$87,578.62 to \$124,980.46 \$100,682.82 to \$143,971.92
LOCATION: Division of Criminal Justice
Financial and Cyber Crimes Bureau
Hughes Justice Complex, Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a Bureau Chief, Deputy Bureau Chief, Deputy Director, Director or other supervisory official in the Division of Criminal Justice ("the Division"), Department of Law and Public Safety ("LPS"), conducts work concerned with the detection and prosecution of criminal activities in the Financial and Cyber Crimes Bureau (the "Bureau"), which investigates and prosecutes a variety of cases including, white collar crime, money laundering, anti-trust matters, asset forfeiture, as well as the growing threat of cyber crimes, ranging from child sexual abuse cases to highly technical intrusion cases. This position will have a particular focus on asset forfeiture and will assist with investigation of the Division's forfeiture cases involving significant assets; coordinates the examination of financial aspects of the investigation in cooperation with Detectives, Deputy Attorneys General, and others, as required; obtains financial records, including utilization of various financial databases; compiles detailed findings and conclusions; drafts affidavits to obtain seizure orders; works with Property Management to track disposition of assets; assists with training on asset forfeiture; and works with the County Prosecutors Offices in the area of asset forfeiture, including compliance and reporting. This Deputy Attorney General will interpret and enforce laws and regulations; participates in legal and related activities involving federal and local jurisdictions and other State entities; drafts memorandums of law; handles all aspects of case litigation, including but not limited to case assessment, research, discovery coordination, grand jury presentations, court appearances, pre-trial preparation, trial practice, court filings (motions, briefs, sentencing documents), attorney correspondence and case management; serves on various task forces and working groups for the Division or LPS; works on special projects and initiatives; and performs other related work as needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

EXPERIENCE:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.

DEPUTY ATTORNEY GENERAL 3: Three (3) years of experience as a practicing attorney.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General 4 or Deputy Attorney General 3 title must be willing to accept a lateral transfer, if selected.

SALARY NOTE: For newly hired individuals, the starting salary and title will be determined by the Department commensurate with experience. Salary offers and titles are non-negotiable and will fall within the range posted.

PREFERENCE: Preference will be given to candidates who possess excellent written and oral communication skills and have specific experience with asset forfeiture.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-277, a current resume, a writing sample (unedited by others), and a completed Division of Criminal Justice Application for Employment, found at: <https://www.nj.gov/oag/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of June 18, 2022. Current Division of Criminal Justice employees need only send a resume and cover letter. Required documents must be sent to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

